

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 9: Interstate Compact on the Placement of Children (ICPC)	Effective Date: December 1, 2013
	Section 9: Placement Updates and Supervision Reports	Version: 2

POLICY

The Indiana Department of Child Services (DCS) will require **at a minimum** a quarterly [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(SF 54335\)](#) for all Indiana children placed out of state through the Interstate Compact on the Placement of Children (ICPC) program.

DCS will provide placement updates to the interstate worker in the sending state for all children placed in Indiana. These updates will be provided as often as face-to-face contacts occur. See Practice Guidance for information to be included in the placement updates.

DCS will comply with the sending state's request for [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(SF 54335\)](#) and the frequency with which the reports are to be submitted for all children from other states placed in Indiana.

Code References

[IC 31-28-4: Interstate Compact on the Placement of Children](#)

PROCEDURE

[REVISED] For Indiana Children Placed Outside of Indiana

The DCS ICPC Office will receive the [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(SF 54335\)](#) from the Interstate Compact Office in the state where the child is placed.

The DCS ICPC Office will forward the [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(SF 54335\)](#) to the appropriate DCS local office within five (5) business days of receipt.

[REVISED] For Children Placed in Indiana

The DCS ICPC Office will create a case in the Management Gateway for Indiana's Kids (MaGIK) and will forward the [Interstate Compact on the Placement of Children Report on Child's Placement Status \(SF 26174/100B\)](#) to the appropriate DCS local office.

[REVISED] The FCM assigned to the case will:

1. Enter information for each face-to-face contact in MaGIK;
2. Email an update for each face-to-face contact to the interstate worker in the sending state child welfare local office;
3. Write the [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(SF 54335\)](#) at the frequency noted on the [Interstate Compact on the Placement of Children Request \(SF 106/100A\)](#) or at least quarterly; and

4. Submit the [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(SF 54335\)](#) to his or her FCM Supervisor for approval.

The FCM Supervisor will:

1. Ensure that the FCM submits the [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(SF 54335\)](#) timely;
2. Approve and sign the [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(SF 54335\)](#); and
3. Send the [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(SF 54335\)](#) to the DCS ICPC Office at least quarterly or as specified on the [Interstate Compact on the Placement of Children Request \(SF 106/100A\)](#).

[REVISED] The DCS ICPC Office will forward the [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(SF 54335\)](#) to the sending state ICPC Office.

PRACTICE GUIDANCE

In an effort to provide regular and consistent information to the sending state's interstate worker regarding children placed in Indiana, the FCM should provide regular placement updates to him or her. These updates should not be sent to the ICPC Office but instead emailed directly to the sending state interstate worker so the FCM has an accurate record of what was sent.

Placement updates should provide the sending state's interstate worker with an update on the child's functioning in the resource home, school, mental health services (if applicable), and any other services being provided. It should also note any concerns voiced by the child and resource family.

[Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(SF 54335\)](#) should be submitted to the ICPC Office in the sending state at least quarterly, as required by the ICPC. Information contained in the placement updates can be used to complete the ICPC Supervision Report, but the ICPC Supervision Report should contain more detailed information, as indicated on the form. In addition, the FCM must consult with the resource family¹ to address any questions or concerns they may have for the sending state's interstate worker.

FORMS AND TOOLS

1. [Interstate Compact on the Placement of Children Request \(SF 106/100A\)](#)
2. [Interstate Compact on the Placement of Children Report on Child's Placement Status \(SF 26174/100B\)](#)
3. [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(SF 54335\)](#)
4. [ICPC Regulation No.11](#)

RELATED INFORMATION

N/A

¹ The term resource family refers to foster/adoptive parents, foster parents, and relative or kinship caregivers.